

## **Minutes of Parishioners' Meeting and Annual Parochial Church Meeting**

Sunday 27 April 2025 at 11.20 am.

All Saints' Church, Croxley Green

## Parishioners' Meeting

Revd. Miriam welcomed everyone and opened the meeting with a prayer.

### Attendees

Revd. Canon Miriam Mугan (Vicar), Revd. Paul Palmer, Revd. Tolu George and the following parishioners attended:

Anne Oke and Lyndon Palmer (Churchwardens), Ann Palmer (Lay Vice-Chair), Jane Bates, Fran Bennett, Nik Bennett, Rae Bowyer, Alick Burge, Rosemary Daines, John Galloway, Philip Hobbs, Sam Jones, Val Kendle, Sue McKeague, Janet Martin, Andrew Nobbs, Chris Oke, Wendy Shafe, Marjorie Stevenson, Thomas Stevenson and Chris Fagan (Secretary).

Revd. Miriam opened the meeting with a prayer.

Apologies for absence were received from Sam Beard, Alick Burge, Oyeleke George, Gillian Main, Judith Man and Sheila Newman.

### Minutes of the previous meeting

The minutes of the Meeting of Parishioners held on 28 April 2024 were confirmed and signed.

### Items Raised by Parishioners

No items were raised.

### Election of Churchwardens

Two nominations were received:

Nominee	Proposed by	Seconded by
Anne Oke	Andrew Nobbs	Chris Fagan
Lyndon Palmer	Nik Bennett	Philip Hobbs

No other nominations were made.

As there were no other nominations, Revd. Miriam declared that Anne Oke and Lyndon Palmer had been elected to serve for 2025/26. The meeting signified its assent to the election. She congratulated Anne and Lyndon on their re-election and thanked them for their service as Churchwardens during the previous 12 months, ably supported by Ann Palmer the Assistant Churchwarden.

There being no questions or other business, Revd. Miriam declared the meeting ended at 11.25am.

---

Vicar

## **Annual Parochial Church Meeting (APCM)**

The meeting opened at 11.25am.

The meeting received the minutes of the 2024 APCM, the Annual Report and Accounts for 2024, with the report on the Accounts by the Independent Examiner and a leaflet summarizing the activities run during 2024 produced by Nik Bennett with photographs selected by Lyndon Palmer. These documents had been published electronically in advance of the meeting, with paper copies for those without access to a computer.

Revd. Miriam observed that reports of the principal officers, committees and the organizers of parish groups were contained in the Annual Report and reports made would therefore be summaries of key points. Questions on the reports would be invited from those present.

### **Minutes of the Previous APCM held on 28 April 2024**

Copies of the minutes had been distributed in advance of the meeting. Revd. Miriam asked whether the minutes could be confirmed and signed as a correct record of the meeting without amendment. The meeting agreed to the minutes being signed as a correct record.

There were no matters arising from the minutes.

### **Elections to the Parochial Church Council**

The meeting was advised that nominations were required for three lay members to serve for the next three years. Three nominations were received, proposed and seconded as follows:

Chris Fagan, proposed by John Galloway and seconded by Wendy Shafe;  
John Galloway, proposed by Chris Fagan and seconded by Sam Jones; and  
Janet Martin, proposed by Sam Beard and seconded by Nik Bennett.

There being no other nominations, Revd. Miriam declared that Chris, John and Janet, Gillian and Ann were elected to serve until 2028.

### **Appointment of Independent Examiner**

A motion to re-appoint Dorothea Marianne Anna Reynolds as the Independent Examiner of the PCC's accounts for 2025/26 was proposed by Andrew Nobbs and seconded by Nik Bennett. When voted on the motion was declared carried *nem. con.*

### **Electoral Roll Officer's Report**

Chris Fagan reported that following the 2024 renewal the new Electoral Roll had 98 names, a net reduction of 1 on the 2024 revision. Sadly Jane Colbourne, Dorothy Sims and Derek Wakefield had died, while others had moved away or had ceased to attend All Saints.' However, 18 people were welcomed as newly-enrolled members: Louise Adams, Christine and Jeffrey Coleman, Sue Fenton, Oyeleke George, Laura Gray, Teresa Kite, Richard John Hall, Mark Lappage, Tom Lowery, Judith Man, Anna Mayadeen, Linda Pearce, Robert and Sylvia Plant, Edna Sansom, Judith Turnbull and James Vandy.

Revd. Miriam commented that this was an amazing result which demonstrated considerable church growth. She considered that newcomers were attracted by the quality of the welcome

they received from church members. Nik Bennett commented that this welcoming spirit had been inspired by Revd. Miriam's leadership of the church. Other members concurred with this view.

## **Annual Report 2024**

Revd. Miriam introduced the Annual Report, which provided a full record of the parish's work during the year. The lively accounts of the various services, activities and events, combined with well-chosen photographs, made it an excellent read, while the four-page summary leaflet highlighting key themes was amazing. Both were available to read on the parish website and paper copies were available at the back of the church. She thanked everyone who had contributed articles for the Annual Report and Nik Bennett for writing the summary, and Lyndon Palmer for selecting the photographs. She urged people to read the report and take copies of the Summary, which could be shared with friends and neighbours.

PCC officers reported to the meeting on the key matters in the Report.

## **Secretary's report**

Chris Fagan said that the Secretary's Report on pages 1-9 sought to summarise the content of the full Report on All Saints' work and achievements of 2024. It would be submitted to the Charity Commission as the PCC's report for All Saints' as an ecclesiastical charity together with the Annual Accounts and the Independent Examiner's report. The full Annual Report, with the other documents would be submitted to the St Albans Diocese.

Highlights during 2024 included;

the appointment of Revd. Paul Palner as our Assistant Priest and Revd. Tolu George who had joined us in November as a Curate in Training, which had been greatly welcomed.

Maintenance of a full range of regular and seasonal services, with an increased attendances at these reservices by adults and children, both weekly and, particularly over Christmas,

Producing a surplus of income over expenditure, due to increased income from Hall lettings and fundraising.

Full compliance with the Church's measures and guidance concerning safeguarding and provision of training and guidance and ensuring all DBS clearances were obtained

Continued refurbishment of the Hall, involving the flooring, redecoration of the entrance area and lobby and of the Committee room and preparation of plans to refurbish the men's toilets,

Study courses, including a Lent course held at a number of local churches and a newly-developed course for parents of newborns.

Continuation of church based and outreach activities run by volunteers, including the Monday Toddlers Group, the Friday morning drop-in cafés, the Youth Group, the All Saints' Beer Festival and two Afternoon Community Teas.

There were no questions on the report. Miriam thanked Chris for his work as PCC Secretary.

## **Churchwardens' report**

Lyndon Palmer said that the churchwardens' report was on pages 10-11. The churchwardens were responsible for the fabric of the church and the hall which entailed their structure and management and for with the Vicar for the day-to-day functioning of the parish. Anne Oke and himself as the churchwardens were assisted in their work by the assistant churchwardens Ann Palmer and Gillian Main.

The fabric of the church was in good condition and it was not necessary to undertake any major repairs during 2024. This would continue to be monitored by the Buildings Committee. An application was made for a faculty to carry out work to the telecoms equipment in the bell tower. The Music Maintenance and Development Committee was continuing to monitor the operational status of the church organ would make recommendations to the PCC concerning future works. Routine maintenance inside and outside the church was carried out during 2024 and all statutory safety checks were conducted, i.e. fire extinguishers, electrical/gas appliances, fire alarm system and the lightning conductor.

The Annual Inspection carried out on behalf of the Archdeacon of St Albans was reported on pages 11-12 of the Report. The church inventory of moveable items and property was unchanged for 2024.

The churchwardens thanked the Clergy Team of Revds. Miriam, Paul, Anne and Tolu for their leadership and constant support. They also thanked everyone who had helped to keep All Saints' Church in good condition, carrying out repairs and looking after the gardens.

There were no questions on the report. Revd. Miriam thanked Anne and Lyndon and the assistant churchwardens for all the work they did. The parish could not function without their most valuable contribution.

### **Treasurer's report**

Andrew Nobbs spoke to his report on the 2024 Annual Accounts, on pages 13-14 of the Annual Report. The Accounts had been inspected by the Independent Examiner who had found no cause for concern. The Church made a surplus of £6,022 of income against expenditure, which was added to reserves. Hall booking income was £8,000 ahead of budget, church giving rose by £1,200 and fundraising VIA THE Christmas Market, the Beer Festival and a successful Quiz night raised an additional £7,500. Legacies and bequests had funded the purchase of a new Sanctuary carpet and new altar frontals.. Expenditure had been kept under control, although in response to a question he explained that a provision of £7,000 had been added to the Church Music budget against future repairs expenditure on the church organ, to be carried over into 2025. He thanked Janet Martin for her work in preparing spreadsheets for collections and Dorothy Reynolds for her report as the Independent Examiner of the 2024 Accounts.

There were no other questions on the report. Revd. Miriam thanked Andrew for his work as the PCC's Treasurer.

### **Deanery Synod report**

The report, written by Fran Bennett, appeared on page 14 of the Annual Report, one of our two lay representatives. Two excellent guest speakers had addressed meetings during 2025. Canon Paula Gooder of St Paul's Cathedral gave an uplifting talk on embracing ordinariness, and later in the year Revd. Mark Rodel, Deputy Director of Mission and Ministry in St Albans Diocese had spoken about how Christian life developed in parishes, even where there was no clerical incumbent.

During the year, the Rural Dean, Father Simon Cutmore, had resigned to take up a new appointment at All Saints' Hertford and Revd. Canon Charles Burch, Vicar of St Lawrence, Bovingdon had been welcomed as the new Rural Dean.

There were no questions on the report. Revd. Miriam thanked Fran Bennett and Andrew Nobbs, the elected lay representatives and Revd. Paul Palmer for representing the parish on the Deanery Synod.

## **Safeguarding report**

Anne Oke, the Parish Safeguarding Officer, urged people to read the 2024 Safeguarding report on pages 14-15 of the Report. She had worked closely with Sam Jones, the Assistant Parish Safeguarding Officer as a team, to carry out the responsibilities placed on the parish Safeguarding Team in close consultation with Revd. Miriam as the Vicar. 2024 had seen some tragic events unfold across the country, and had also caused the Church of England's standard of safeguarding to be placed under severe scrutiny. The Stockport tragedy in July 2024 caused us to review the safety of our hall users, particularly where young children were involved. In the event, we made changes to increase the safety of all groups.

## **Safeguarding Actions**

Letters were sent to regular Hall users that provided activities for children with advice regarding door security and safe collection of children. Reassurance was given that no church member would gain entry to the hall when an activity involving children was taking place. Letters were sent to adult groups laying out the procedure whereby church members would only access hall facilities with advance permission. Permission Forms were handed out to church families in relation to the Policy for the Safe Use of Images for their advance approval for the publication in church publicity of photographs of children or vulnerable adults.

The following policies were presented to the PCC for review and were adopted:

- The Annual Review of the Parish's Safeguarding Policy
- Formal statement of adoption of the House of Bishops 'Promoting a Safer Church: safeguarding policy statement for children, young people and adults'
- Reinstatement of the Charter on Domestic Abuse which was put on display.
- Reporting of Serious Incidents (SIR) to the Charity Commission

In addition:

- The list of Church Affiliated Activities was agreed
- The list of Non-affiliated Hall Groups was recognised
- The Safeguarding team ended the year informing the PCC that Safeguarding cases had arisen during the year and advice was sought from the Diocesan Safeguarding Advisor.

The Safeguarding Officers had oversight of all those required to have Safeguarding training (at the relevant level), Domestic Abuse training and DBS checks repeated every three years. Training updates of our PCC members and those with specific roles involving children, young people and vulnerable adults ensured that we were kept abreast of real and potential safeguarding matters.

The Safeguarding Officers used the Parish Safeguarding Dashboard to guide them towards meeting their targets and to produce our Safeguarding Action Plan. This was presented to

the PCC for discussion and approval in July, ensuring that All Saints' was keeping up to date with its Safeguarding requirements.

On the resignation of the Archbishop of Canterbury in November 2024, following the publication of the Makin Review, comments were made on the need for 'a change of culture' at senior leadership level. However, it was pointed out by Dr Ian Paul, a member of the General Synod and the Archbishops' Council, that on a local church level, *'on the ground' the Church of England churches are a safe place.*

Anne asked the meeting to join her in prayer for all who had suffered abuse and had not been listened to nor received the correct response. As the report stated:

***"It is up to each one of us at All Saints' Church to ensure that this is the case and continues to be the case."***

If at any time anyone had any safeguarding anxiety or concern, please report it immediately. Contact the Safeguarding Team – Anne Oke, Sam Jones or the Vicar, Miriam Mugan, in person or via the secure email address [safeguarding@croxleygreenallsaints.org](mailto:safeguarding@croxleygreenallsaints.org).

*Anne Oke and Sam Jones, Safeguarding Officer and Assistant Safeguarding Officer*

There were no questions on the report.

Revd. Miriam thanked Anne and Sam for their tremendous work through the year, which had enabled All Saints' to achieve an advanced position in applying the Church of England's safeguarding requirements compared with many other churches. The meeting gave the Safeguarding Team a round of applause.

### **Vicar's report**

Revd. Miriam said 2024 had been an amazing year. We had begun it by seeking to discover what future God wanted for us as a church. This had not been a passive approach but instead had been filled with useful activity. She felt immensely grateful for everything that everyone had contributed.

One feature stood out for her – the warm and generous welcome and hospitality given to all our visitors. Church members took care to greet and engage positively with all who came, which had impressed many people and helped to make them feel that All Saints' was a place for them. 18 new applications to join the electoral roll was one result of this welcome. One couple she spoke to had told her they could not get over how caring a place All Saints' was for them.

She thanked Revd. Paul and Revd. Tolu for the gifts they had brought in their ministry and their support to her, together with Sam in her journey to ordination, and Ron whose preaching had brought so much to our congregation. She gave warm thanks to Revd. Anne, whose spirituality and human warmth had contributed so much while she was with us and to whom we had bid an affectionate farewell in November.

Revd. Miriam gave particular thanks to Wendy Shafe and Lyndon Palmer for taking responsibility for the weekly updating of the content of the projector, which had removed a load from her, and to Andrew Nobbs for his immense work of cutting back the boundary hedge on The Green frontage and the trees around the church's north door, in addition to caring for the memorial garden.

She invited everybody to come to the afternoon tea and chat meeting on Saturday 17 May to talk about where we were at and ways we could move forward in our mission.

In conclusion, Miriam thanked everyone for the love and support they had given to her personally and which made her feel joy in serving this parish community.

Andrew Nobbs expressed the thanks of the church community to Miriam for the service she had given in her ministry to All Saints' over the last year. His words were followed by prolonged applause.

There being no other business Revd. Miriam concluded the meeting with the Grace at 12.10 pm.

Date of Next Annual Meeting - Sunday 26 April 2026.

---

Vicar